

# Application Instructions and Application Requirements for Approval of Sanitary Facilities for Subdivision

Page 1.

## 1. Project Description:

**Name of Subdivision/Condominium** - Must match the name on the Final Recorded Plat.

**Individual Unit** - select the type of project.

**With # of units** - enter the total amount of lots/units.

**Associated lot numbers** - write the lot/unit numbers (example: 101-201,101-103,105,107,109 etc).

**Any lots that require grinder pumps** - enter the lot number that the pump is located on, if any.

**North, South East and West** - enter the street names that apply.

**Section, Township, Range** - information can be located in the Phoenix Metropolitan Street Atlas.

**County, City or Town** - enter location of project.

## 2. Approved Sanitary Facilities:

**Public Water System** - the water system listed and agreement signed on page 2.

**PWS Number** - public water system number.

**Approved MCESD number** - the number assigned by MCESD on the Approval to Construct certificate.

**Public Sewer System** - the sewer system listed and agreement signed on page 2.

**Approved MCESD number** - the number assigned by MCESD on the Approval to Construct certificate.

**Individual sewer disposal system/septic** - check if there is septic for this project.

**Refuse Collection Agency** - the refuse collection agency listed and agreement signed on page 3.

**Approved Refuse Disposal Site** - the disposal site listed and agreement signed on page 3.

## 3. Applicant:

**Applicant Name** - must be a person with fiduciary responsibilities associated with the "Affiliation", if any.

**Job Title** - examples: Owner, President or Vice President of Corporation/Home Owner Association, City/Town Manager.

**Company Name** - examples: Project owner, Corporation, Home Owner Association, Municipality or any legal entity.

**Mailing Address, City, State, Zip Code** - location of applicant, P.O. BOX NOT ACCEPTABLE.

**Phone number, fax** - applicant's phone and fax number.

**Applicant Signature** - The applicant must sign. The engineer can not sign unless there is a letter of authorization.

## Page 2 and 3:

**Water, Sewer, Refuse Service Agreement and Refuse Disposal Agreement** -

Must be signed by authorized person; can not be reused for other projects.

## Minimum Requirements

- \_\_\_\_\_ Transmittal cover letter explaining request and listing attachments
- \_\_\_\_\_ Copy of MCESD Application ( 3 pages)
- \_\_\_\_\_ Copy of the final recorded plat (please fold to 8 1/2 X 11 size)
- \_\_\_\_\_ If septic subdivision - soils test required
- \_\_\_\_\_ Fee (see fee list)
- \_\_\_\_\_ Copy of the recorded CC&R's, if water and sewer are owned by HOA.

## **\*\* If your Subdivision is in the City of Phoenix, you must also include the following**

- \_\_\_\_\_ Signed copy of the water and sewer line plans that were approved by the City of Phoenix
- \_\_\_\_\_ Copy of the Certificate of Approval to Construct water and sewer line issued by City of Phoenix

**\*\*\* The Department reserves the right to request additional information \*\*\***